



Rednal Hill Junior School Governing Body

Minutes of Governors' Staffing and Finance Committee held on Thursday 15th June 2017 at 5:00pm

**Present:**

Mr Robert Jones (Headteacher)  
 Mark Eaves-Seeley (parent governor and Chair of Governors)  
 Charlotte Bull (parent governor)

By invitation: Ms Joanne James  
 Ms Rebecca McAnulty (DHT)

In attendance: Mrs Janice Moorhouse (clerk)

1.	<p><b>Welcome and apologies for absence</b>          Mr Eaves-Seeley chaired the meeting          The Chair welcomed governors to the meeting.</p> <p><b>Apologies for absence:</b> apologies for absence received from Emma Hughes (co-opted governor), Ms Ruth Luck (parent governor), Ms Clare Jackman (Associate governor and SBM) and Mr Paul Finnemore (LA governor and <b>Chair</b>)</p>	Action
2.	<p><b>Declaration of pecuniary interests</b>          No changes reported</p>	
3.	<p><b>Minutes of the previous meeting</b>          The minutes of the meeting held on Tuesday 21<sup>st</sup> March 2017 were agreed as a true and accurate record of the meeting.</p>	
4.	<p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>• Audit of school fund  <b>ACTION: to be presented at FGB meeting 13<sup>th</sup> July.</b></li> <li>• Business continuity plan (disaster recovery in the event of a critical incident)            LA model plan circulated before the meeting.            The incident management team: HT, DHTs, SBM and BSM.            Governors noted the plan included:            The procedure for closing the school            Immediate places of safety including secondary assembly points, off site places of safety            Lockdown procedure            Draft recovery action plans.</li> </ul> <p><b>Governor</b> asked how pupils and staff would leave the building to go to the church  <b>HT</b> stated they would go around the edge of the building towards the double gate.  <b>Governor</b> queried wheelchair access to the assembly points  <b>ACTION: to be reviewed and agreed by governors. Once agreed, to be added to the plan</b></p> <p><b>ACTION: Business continuity plan for annual review</b></p>	<p>SBM</p> <p>HT/SBM</p> <p>HT/governors / SBM</p> <p>HT/SBM</p>



	<p>member of staff (already a TLR) to cover the TLR role of the member of staff on long term absence.</p> <p><b>Governors agreed</b></p> <ul style="list-style-type: none"> <li>• YGL appointed</li> </ul> <p>HT requested governors' approval for the appointment of a replacement YGL following an internal advertisement</p> <p><b>Governors agreed to approve as requested.</b></p> <ul style="list-style-type: none"> <li>• One staff member remaining for an additional year</li> </ul> <p>HT reported one member of staff had changed from being self employed to a fixed term contract. HT requested governors' approval for a n additional £6,100 to be paid over the summer holidays and the additional on costs for the remainder of the 2017/18 financial year.</p> <p><b>Governors agreed to approve as requested.</b></p> <ul style="list-style-type: none"> <li>• Office manager post to be advertised</li> <li>• After school club manager post advertised</li> </ul> <p>HT reported the closing date for applications was Friday 16<sup>th</sup> June. An external audit on the club to be carried out and produce a set of actions for the new manager.</p> <p><b>Governor</b> asked if the current manager knew the post was to be advertised</p> <p>HT stated the manger did know and had been encouraged to apply.</p> <p><b>Governor</b> asked if the club could be expanded</p> <p>HT stated the number of places available was limited by the room size. There were behavior issues related to the club that had to be dealt with in school and took time out of the school day.</p> <p><b>Governor</b> stated the club was valued by families in the local community.</p> <p><u>Other staffing updates:</u></p> <p>One staff member had made a request to leave two weeks before the end of term. Cover was available from a teacher who had worked previously in year 6.</p> <p>One FT TA on maternity leave requested to return PT working from 9am to 3pm three days a week.</p> <p>HT reported the request had been refused and the staff member informed in writing.</p> <p>HT reported the role of English lead (TLR2b) to be taken on by a non-class based teacher. Governors agreed</p> <p><b>ACTION: HT:</b> post to be advertised internally</p> <p>HT reported there would be an extra teacher in years 3/ 4 for the next academic year.</p>	HT
10.	<p><b>Performance management</b></p> <p>HT reported HT's midterm review took place on 19<sup>th</sup> May. An interim report to be prepared for the Chair of Governors. HT on track to meet all PM targets.</p>	

11.	<p><b>Lovetts debt recovery</b></p> <p>Information on Lovetts (solicitors) UK business debt recovery and dispute resolution pricing already circulated to governors.</p> <p>HT reported there were a number of poor payers for after school club and lunchtime money. A percentage of the debt recovered paid to Lovetts.</p> <p><b>Governor</b> asked who paid the court fee</p> <p><b>ACTION:</b> questions to be raised at the FGB meeting on Thursday July 13<sup>th</sup>.</p>	governors
12.	<p><b>IT contract</b></p> <p>HT reported a cost for IT support with Haz Technology of £15,373 a year. The IT technician was in school for two days each week and contactable on days when not in school. HT stated IT structure was now more robust.</p> <p><b>Governor</b> asked if the price from Haz was competitive.</p> <p>HT reported Haz £20 a day cheaper than an alternative provider.</p> <p><b>Governors agreed to continue</b> with the contact with <b>Haz Technology</b>.</p>	
13.	<p><b>Any Other Business</b></p> <p>HT reported Mr Paul Finnemore was leaving the GB after the FGB meeting. A new Chair would be needed for the Staffing and Finance Committee.</p> <p>Charlotte Bull agreed to chair the committee from September 2017.</p> <p>The meeting closed at 6.05pm</p>	